



Policy on the Supervision of Pupils

Safeguarding children is a priority at Gateways. Adequate supervision ensures safety both on and off campus and promotes well-being. Satisfactory enhanced Disclosure and Barring Service checks have been obtained for all staff. Furthermore, all relevant staff are required to declare that they know of no reason why they would be disqualified from working with children by association. A written statement of safeguarding procedures is kept and implemented. Even when away from direct adult supervision, pupils of all ages are encouraged to develop skills in self-discipline to behave in an exemplary fashion. No person may smoke, consume alcohol or be under the influence of drugs which may impair the ability to look after children.

Children are supervised in numerous ways including:

- Duties (before, after and during the school day; see Duty Rota for detail)
- During timetabled lessons.

Risk assessments are carried out to ensure ratios are correct when off-site visits occur.

When senior pupils (usually prefects) have supervisory responsibilities for younger pupils, there must always be the Duty Staff readily available and in overall charge.

At all times there will be a member of the teaching staff present in an examination room. When examination invigilation takes place in a remote location (such as the Sports Hall) a school mobile phone is always provided. (refer to the 'Public Exams Policy' and 'Staff Handbook' for further information)

If a member of staff is supervising any activity in a remote location, they must have use of the school mobile phone.

Before and after school supervision occurs in Earlybirds, Sundowners and Homework Club. Extra-curricular activities are supervised by dedicated staff members.

Academic supervision and progression are reviewed by form teachers and form tutors.

EYFS

Reception - where the majority of pupils will reach the age of five or over within the school year, the staffing ratio is 1:30 provided that the teacher has Q.T.S. E.Y.P.S or a suitable Level 6 qualification.

Pre Reception - if the teacher has Q.T.S., E.Y.P.S or other suitable Level 6 qualification and at least one other member of staff holds a full and relevant Level 3 qualification - the staffing ratio is 1:13. If there is no teacher with Q.T.S., E.Y.P.S or other suitable Level 6 qualification

- the staffing ratio is 1:8. At least one member of staff must hold a full and relevant Level 3 qualification and at least half of all other members of staff must hold a full and relevant Level 2 qualification. There must be at least 2 suitable persons on the premises at all times when the children are present.

For pupils aged two years – the staffing ratio must be at least 1:4. At least one member of staff will hold a full and relevant Level 3 qualification and at least half of all other staff will hold a full and relevant Level 2 qualification. There will be at least 2 suitable persons on the premises at all times when the children are present.

All supervisors and managers must hold a full and relevant Level 3 qualification and half of all other staff will hold a full and relevant Level 2 qualification.

Breaks and lunchtime – ratios are not different but a reduction of direct staffing is allowed when the children are at rest or sleeping. All relevant staff must be in the vicinity and readily available. Risk assessments will be undertaken to assess the particular needs and vulnerabilities of EYFS children.

At least one member of staff present in the Gatehouse Nursery and in Littlegates will hold a paediatric first aid qualification. During outings and visits off school premises, at least one accompanying member of staff will hold a paediatric first aid certificate.

Corporal punishment is not used.

No person may smoke, consume alcohol or be under the influence of drugs which may impair the ability to look after children.

Duties and Break Times

High School

Early Morning Duty 8:30 to 8:40 Tuesday and Friday

Patrol duty of Schofield during staff briefings. Ensure pupils arrive on the school premises safely and behaviour is appropriate.

Patrol Duty: First Break 11:05– 11.20am Schofield and the Dower House

Second Break 1:05 to 1:30; 1:30 to 1:55 Schofield and the Dower House

High school staff are assigned break duties on an annual rota system. Full time staff are assigned up to 3 duties and part-time staff pro-rata.

Sixth Form prefects help to patrol; patrol of form rooms and locker areas aim to ensure behaviour is appropriate and that locker areas and classrooms remain tidy and functional. No eating is allowed in areas of the school other than the dining room.

Girls are allowed to remain in the school buildings or go outside if they wish. High School pupils are not allowed to make use of the equipment on the prep play area and are not

allowed to leave the school grounds or be in the car park. During fine weather they are allowed to use the sports fields and grass areas around school for recreation during breaks.

Music devices are not allowed except in the Upper 5 form rooms with the permission of the class teacher. The use of mobile phones is allowed within the form rooms or outside buildings. Please refer to the "Electronic Communications and Internet Acceptable Use Policy".

Dining Room Duty (first break) - Snacks are available in the Dining Room at first break. This duty involves ensuring that conduct is orderly and no litter is left.

Lunch Duty: 12:50 to 1:15

A senior member of staff is on duty in the dining room to ensure good behaviour and safety of pupils when moving around the room with hot food. All high school staff are provided with lunch and are expected to assist in monitoring pupil behaviour in the dining room when necessary. Pupils enter the dining room through the main door and exit via the side door. Pupils queue to collect their meal and sit at tables. Sixth form Duty Prefects are on duty at the entrance to ensure the numbers waiting in the dining room are controlled. Lower 6 students monitor the exit of pupils to ensure they have cleared tables and leave the side entrance safely.

Priority is given to Sixth Form, Upper 5, club members via a pass system and then by year group rota set at the start of the academic year. As Sixth form go on study leave at the end of the academic year, Lower 5 are used to help patrol the dining room.

General Procedures

No pupil is allowed to bring their books into the dining room and should return to their lockers before going into lunch

Queues inside the dining room should be kept short and orderly.

When most girls on a table have finished eating, they must clear away.

The duty is complete when all the tables are clean.

Prep School

All pupils are supervised by staff throughout all breaks.

Pupils are escorted from Littlegates to Youngers Field and pupils in Youngers wait with their teacher until the duty member of staff arrives.

Teachers collect pupils from Youngers Field and escort them to their next lesson.

All staff sit with pupils during their lunch to supervise conduct and table manners and to monitor their food intake.

Staff escort their pupils to Youngers field or lunchtime extra-curricular activities.

EYFS

Pre Reception and Reception pupils are supervised through appropriate staff ratios in their indoor/outdoor learning areas.

Reception pupils join Prep pupils on Youngers field at an appropriate time in the school year. The EYFS staff ratios are maintained. EYFS staff sit with pupils during their lunch to supervise and to monitor their food intake. Lower 3 pupils assist them.

Extra-curricular Activities

High School

See grid below

Prep

Staff running activities keep an updated list of those pupils taking part. This is communicated to form teachers.

Pupils are collected by that member of staff from Youngers Hall or escorted by their teacher from Littlegates.

Duty staff must be aware of those involved in activities during breaks.

Parents will collect their child from the member of staff running an after school activity at the venue. Any child not collected will be escorted to 'Sundowners'.

EYFS

Pupils are escorted to activities by a member of the EYFS staff who stays when needed to maintain the appropriate staff ratio.

4.00pm High School Supervision

ACTIVITY	VENUE	PROCEDURE
HOMEWORK CLUB	LIBRARY	Sign in; parent signs out
ART	W3	Sign in at homework club, indicate venue; parent/pupil signs out ; staff letter, reinforcing arrangement, with a reply slip if pupil signing out, because using public transport
FOOD TECHNOLOGY	W6	Sign in at homework club, indicate venue; parent/pupil signs out ; staff letter, reinforcing arrangement, with a reply slip if pupil signing out, because using public transport
OTHER CLUBS		Sign in at homework club, indicate venue; parent/pupil signs out ; relevant staff letter, reinforcing arrangement, with a reply slip if pupil signing out, because using public transport
SIXTH FORM		Sign in at homework club, indicate venue and sign out
SPORT		Sign in at homework club, indicate venue; those not collected from sports staff are escorted to library to be signed out by parent
UNIQUE EVENTS e.g. CO; rehearsals	PAC, MUSIC etc	Sign in at homework club, indicating room of rehearsal; parent signs out or parental agreement by letter if public transport, at expected time Initial letter home with rehearsal programme and permission slip
EVENING PERFORMANCE		Staff responsible ensures that there is a register of pupils in attendance and has named staff in the supervisory role before, throughout and after the event. Location of staff and pupils must be included. Pupils must be confined to a place which supervision is effective. Pupils must not be given free access to other school areas.

After school - Prep School Supervision

ACTIVITY	VENUE	PROCEDURE
SUNDOWNERS	SUNDOWNERS ROOM	Pupils escorted to Sundowners. Prep staff sign in; parent signs out
EXTRA-CURRICULAR ACTIVITIES (LED BY PREP STAFF)	SPORTS HALL / PREP CLASSROOM	Pupils collected by parents from venue. Any children not collected are escorted to Sundowners.
KARATE / TENNIS	SPORTS HALL	Pupils collected by parents from Sports Hall. Any children not collected are escorted to Sundowners.
DANCE	DANCE STUDIO	Pupils collected by parents from Dance Studio. Any children not collected are escorted to Sundowners.
UNIQUE EVENTS e.g. CO rehearsals	PAC, MUSIC etc	Letter sent to parents, explaining purpose of rehearsal, venue of rehearsal and supervision in place. The letter also gives start and finish times and an agreed collection point for pupils to be collected at the end of rehearsal.
EVENING PERFORMANCE	YOUNGERS HALL PAC	Prep staff responsible ensure that there is a register of pupils in attendance. Pupils are supervised by Prep staff in Youngers Hall from 6:30pm until the start of the performance and are then collected by parents from Youngers Hall after the performance has taken place.

Lone Person supervision in remote areas of the school during the school day

- Staff in remote areas such as the sports hall and school grounds must carry the school mobile phone / walkie talkie with them.
- Staff must contact reception if they need assistance when supervising pupils in remote areas.
- Staff may complete a vulnerable situations form, highlighting the situation.

Off Site Visits Including Residential

DfE Guidelines are followed when arrangements are made for the staffing of off-site visits.

Factors taken into account include group composition and competence, the activities involved, experience of staff and the requirements of the venue to be visited.

A risk assessment will be carried out so that the staffing ratio is appropriate to circumstance.

If the venue's risk assessment does not state that all their staff are DBS checked and have been appointed in accordance with Safer Recruitment procedures, our own risk assessment will state that pupils will at no time be left alone or unsupervised by school staff.

Before and After School Supervision including Breakfast and Weekend activities

In the event of a serious accident, staff must phone the emergency services.

Other contact details are shown in the grid below: -

Staff Key Contact Numbers	
Main School Switchboard:	0113 2886345
Dr Tracy Johnson	M: 07720291292
Mrs Karen Titman (High School Staff)	M: 07740 320209 H: 01937 574847
Mrs Helen Wallis (Prep School Staff)	M: 07730521559
Mrs Carol Bartle (EYFS)	M: 07748633497
Mrs Lesley Wood (Safeguarding Emergency out of hours)	M: 07711 358076
Mr Chris Furminger (Facilities)	M: 07720945244 Chris.furminger@gatewaysschool.co.uk
Homework Club	0113 218 1208
Sundowners	0113 218 1209
Nursery	0113 218 1206
Residential Mobile:	07713 481238
Mini Bus	07711 358075

Reviewed Spring 2018

Next review Spring 2019

Reviewed Spring 2018
Next review Spring 2019

Before and After School provision and Holiday Clubs for children aged three and over also meet the required criteria: three to five year olds are cared for with a 1:8 staff to pupil ratio and the inclusion of older children in the provision does not negatively impact on the care of the younger children.

A risk assessment is carried out so that the staffing ratio and venue is appropriate.

High School

Duty staff patrol all school buildings as pupils arrive at the beginning of the school day on Tuesday and Friday. All High School staff have a shared responsibility to supervise pupils as they arrive in the different areas of the school on other days.

Homework club is supervised by a member of staff in the Cox Simpson library from 4pm – 6pm.

Car Park Duty (4.00pm) - The member of staff on duty must remain in school car park until 4.15pm to ensure that all pupils have been picked up. Any pupil who has missed her transport home must report to the member of staff on duty who will help to rearrange transport. Duty staff must inform Reception of any arrangements made. The pupil should sign in and wait in homework club for collection.

Bus Duty (The Avenue) 4pm - The member of staff must ensure that all girls depart safely on school buses and deal with any problems that arise. (Phone numbers of bus companies are held in the School Office).

A risk assessment is carried out so that the staffing ratio and venue (homework club) is appropriate.

Prep School (including Holiday Care)

Term time supervision is available from 7.30am – 8.30am in Early Birds and from the end of the school day until 6.00pm in Sundowners.

Children are escorted to and supervised during breakfast (optional)

Children are escorted to their classrooms at 8.30am

Pupils are escorted to Sundowners by their teachers at the end of the school day

Provision is made for supervised homework for the older Prep pupils in a nearby room.

Parents must sign that they have collected their child from Sundowners.

Bus Duty (4pm) The duty member of staff must ensure that all girls/boys depart safely on school buses and deal with any problems that arise. (Phone numbers of bus companies are held in the School Office).

3.15pm, 3.50pm - Prep Form Teachers hand over their pupils to parents. They must have received prior permission to hand pupil to another adult. Pupils are escorted to Sundowners if they are not collected within 10 minutes. Prep form teachers must inform the duty member of staff if any of their pupils need to be escorted to the bus or Sundowners.

EYFS Before and After School Care and Holiday Club

Term time supervision is available from 7.30am – 8.30am during term time as in Prep. Holiday Club operates throughout the school year with the exception of one week of the Christmas holidays and the final week of the summer holidays.

The staff ratio;

- For children aged 3 and 4 years a ratio of 1:8 will be applied. At least one person will hold a full and relevant Level 3 qualification and at least half of all other staff will hold a full and relevant Level 2 qualification.
- For children aged 2 years a ratio of 1:4 will be applied. At least one person will hold a full and relevant Level 3 qualification and at least half of all other staff will hold a full and relevant Level 2 qualification.
- If those 'rising three' in their first term at the setting are in a separate group, they must count as being 2 year olds. If they are in a mixed group with three year olds, they count as three if they are in the minority, but as two if they are in the majority.
- Children must usually be within sight of staff and always within sight or hearing.
- A reduction of direct staffing is allowed when the children are at rest or sleeping provided that all of the relevant staff are in the vicinity and readily available.
- At the end of the day, EYFS staff escort pupils to Sundowners.
- 3pm, 3.15pm - EYFS Staff hand over their pupils to parents. They must have received prior permission to hand pupil to another adult. Pupils are escorted to Sundowners, if they are not collected within 10 minutes
- Parents must sign that they have collected their child from Sundowners.
- Before and After School Care and Holiday Care are led by staff with at least a Level 3 relevant qualification. There must be sufficient staff to address the above ratios.
- At least one member of staff will have a paediatric first aid qualification.
- Requirements regarding premises, equipment and organisation are all met.
- The children are unable to leave the premises unsupervised. No one can enter the premises without the knowledge of those looking after the children.
- If the school is unable to hold a session before or after school and during the holiday club, parents will be notified by telephone.
- Records including name, address, DOB and home contact numbers of the parent or guardian are kept.
- Records of attendance are kept.
- Record of any accidents are kept.
- Details of any administration of medicine are kept.
- Information about activities and copies of the child protection policy and complaints procedure are available to parents.
- Health and safety, disability discrimination, food hygiene, fire precautions and planning requirements legislation are all adhered to.
- A risk assessment is carried out so that the staffing ratio and venue is appropriate.
- The school complaints procedure will be followed if a parent makes a complaint in writing or by email. A full investigation of that complaint will be made and a written record of the complaint will be kept. This record will be kept for at least

3 years. The parent will be informed of the outcome of the investigation within 28 days.

General

No person may smoke, consume alcohol or be under the influence of drugs which may impair the ability to look after children.